

PHYLLIS A. MCBRIDE CPS

Buffalo, NY

OBJECTIVE

Seeking an Administrative position in Human Services which will effectively utilize my extensive experience and academic background while affording opportunities for personal and professional growth and advancement.

EXPERIENCE

COMMUNITY ACTION ORGANIZATION OF ERIE COUNTY, INC.

Deputy Head Start Administrator - 1/22/02 - Present

Assist with the overall leadership of Program Design/Management (PDM) Service Area, assist with the development and writing of the PDM service area plan, provide input to Head Start Administrator in writing funding proposals, oversee compilation of county-wide in kind reports, compile the Program Information Reports (PIRs), facilitate the Community Assessment process and Strategic Plan. Track and maintain annual contracts for all aspects of the program including the delegate contracts, training contracts, annual lease agreements, assist program service areas at grantee/program level to complete assignments as directed by Head Start Administrator, assist direct-run and delegate programs in completing their annual administrative self-assessment process, and provided assistance to the Head Start Administrator in developing and maintaining management systems. Work with collaborating colleges/universities to obtain credit bearing college courses for training initiatives. Serve with the Early Childhood Administrator as staff liaison to the Overall Policy Council (OPC). Assist the Early Childhood Administrator and the Overall Policy Council in facilitating the interviewing and hiring process. Responsible for the transportation service area and the writing of the service area plan.

COMMUNITY ACTION ORGANIZATION OF ERIE COUNTY, INC.

Team Leader, Early Childhood Development/Health Services - 8/01 - Present

Provide supervision and oversight of the service area. Provide day to day supervision to two Education Resource Specialists, Mental Health Resource Specialist, Nutrition Resource Specialist, Health Resource Specialist and CDA Trainer.

COMMUNITY ACTION ORGANIZATION OF ERIE COUNTY, INC.

Acting Sr. Administrative Assistant - 1/01 - 1/18/02

Provide overall leadership of Program Design/Management (PDM) Service Area, provide input to Head Start Administrator in writing funding proposals, oversee compilation of county-wide in kind reports, assist with compiling the Program Information Reports (PIRs), assist in Community Assessment process and Strategic Plan; track and maintain annual contracts for all aspects of the program including the delegate contracts, training contracts, annual lease agreements, assist program service areas at grantee/program level to complete assignments as directed by Head Start Administrator, assist direct-run and delegate programs in completing their annual administrative self-assessment process, and provided assistance to the Head Start Administrator in developing and maintaining management systems.

COMMUNITY ACTION ORGANIZATION OF ERIE COUNTY, INC.

Program Support/Training Facilitator & Team Leader Program Design & Management - 6/93-12/31/00

As Team Leader for Program Design/Management (PDM), provide guidance, oversight, and supervision to the Sr. Administrative Assistant's position to consistently achieve and

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maintain the non federal share, developed and implemented a non federal tracking and reporting system, supervise the consistent achievement and maintenance of all lease agreements and contracts, assisted with compiling the Program Information Reports (PIRs), actively participate in the Strategic Plan process, actively participate in the administrative self-assessment process, responsible for overall leadership of Head Start Family Information System (HSFIS) and assisted in creating the position and job description for Team Leader.

As Program Support/Training Facilitator responsible for performing complex office duties, work in conjunction with the Education/Career Development Resource Specialist to assist staff with tuition reimbursement program, responsible for facilitating, coordinating, and securing training for HSFIS Facilitators and line staff responsible for the implementation of HSFIS, assist in the implementation of the Grantee's training program, actively participate in maintaining and arranging conferences, workshops, training and travel arrangements. Assist in completing the program's inventory. Responsible for the CWEB/HIRE programs. Devised a draft plan to assist with individual staff development which coincides with the progressive discipline policy of the agency, drafted a coaching, counseling and progressive discipline plan to assist in supervisory responsibilities for the Sr. Administrative Assistant. In 1992 assisted with the funding application for the Parent Child Center (PCC). In 1998 assisted the Head Start Administrator and Early Head Start (EHS) Project Director, with the initial application for EHS and the expansion proposal to provide service to 117 infants, toddlers and their teenage parents. Secured an architectural firm and worked with architect on renovation projects for Holy Cross and CAO Southtowns. Worked as a team member in conjunction with program staff to complete assignments as directed by the Administrator, and share the responsibility of being in charge of the department in the absence of the Head Start Administrator.

COMMUNITY ACTION ORGANIZATION OF ERIE COUNTY, INC.

Executive Secretary/Management Information Specialist - 1/69 - 5/93

Responsible for performing confidential clerical program work, including office management maintaining program records, supervise Grantee Secretary. Assisted in implementing Grantee training program, including maintaining records of training experiences and arranging events. Provide day-to-day direction to computer systems component and serve as liaison with maintenance contractors. Assisted the Head Start Administrator with the annual submission of the funding proposal, and assisted with the Early Head Start funding proposals. Assisted with data collection, research and compilation for the Revised 1992 Wage Study Plan.

EDUCATION

MEDAILLE COLLEGE, 18 AGASSIZ CIRCLE, BUFFALO, NY 14214

B.S., Business Administration - 1996

SKILLS

- ♦ Versatile and flexible; learn new skills quickly and easily
- ♦ Excellent verbal and written communication skills; ability to effectively train and motivate others
- ♦ Certified Professional Secretary (CPS)
- ♦ Proficient in Word Perfect 6.0, Microsoft Word, Microsoft Publisher, Lotus 1-2-3,

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Powerpoint

- ❖ Proficient with computers; routine Office Machines
- ❖ Excellent ability to read, analyze and Interpret general business periodicals, professional journals, governmental regulations. Ability to write reports, business correspondence and procedure manuals, ability to effectively present information and respond to questions from groups of managers, program staff, parents/volunteers and general public
- ❖ Ability to write clear, concise reports and to manage and meet multiple deadlines
- ❖ Ability to organize and coordinate group activities
- ❖ Basic mathematical skills
- ❖ Ability to define problems, collect data, establish facts and draw valid conclusions

AWARDS

- Hilbert College, Hamburg, NY - Certified Professional Secretary (CPS) - 1992 & Re-Certified 1997
- National Association of Executive Secretary's Scholarship Award - 1993
- Avon Business and Professional Women's Foundation Award - 1993
- Zeta Phi Beta Sorority, Inc. Kappa Upsilon Zeta Chapter Scholarship Recipient - 1995
- Medaille College Scholarship Award - 1993-1996

AFFILIATIONS

- International Association for Administrative Professionals (IAAP)
- Former Board of Directors IAAP
- National Association of Executive Secretaries (NAES)
- Sickle Cell Disease Association of America/WNY Chapter
- Youth Department Superintendent, Friendship Baptist Church
- Trustee, Friendship Baptist Church

REFERENCES

Furnished Upon Request